



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: August 28, 2012

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: September 11, 2012

Applications received after closing date may be considered if
position is not filled.

TITLE: Government Representative 2 (Assistant Director of the Office of Evaluation)

REFERENCE #: DOE-054-12

POSITION #: 654334

BARGAINING UNIT/RANGE: X 98

LOCATION: Trenton, NJ

SALARY: Commensurate with education and experience

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Teacher and Leader Effectiveness, Office of Evaluation

DESCRIPTION

This position will report directly to the Director of Evaluation and assist in designing and executing a state evaluation system that fully aligns with the New Jersey Department of Education's mission and goals. Key responsibilities include:

- Support the Director of Evaluation in managing the day-to-day operations of the Evaluation Office, which includes the 10-12 Department staff members involved in the educator evaluation initiative.
- Serve as lead project manager on the team, helping to develop project plans aligned to the priorities of the office and ensure all work is being completed on deadline and coordinated across work stream leads.
- Support work stream leads in problem-solving, meeting goals, creating materials and conducting presentations.
- Serve as liaison to other offices in the Department of Education.

REQUIREMENTS

- Bachelor's degree required; Master's degree preferred.
- At least five (5) years of work experience in project management with demonstrated success driving improved organizational performance.
- Strong writing, organizational, research, and analytic abilities.
- Demonstrated commitment to education reform and a passion for supporting highly effective teaching and educational leadership.
- Strong interpersonal skills and the ability to build strong working relationships with colleagues.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed above.

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-054-12
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us